

## Quality assurance specialist for GSA



Project Title	Quality assurance specialist for GSA
Project Summary	Help GSA to improve the quality of its primary public website, GSA.gov and its employee intranet. Uncover and assist with fixing issues with content, functionality and the underlying content management system that hurt the user experience on our sites.
Country	United States
Agency	General Services Administration
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	2

## Project Description

We're looking for a self-motivated individual with an eye for detail and strong analytical skills who can identify problems and work with a team of web developers and designers to solve them!

The ideal candidate will have experience building and/or maintaining a website, ideally within a CMS, and be extremely task-oriented as well as a creative problem solver. They will take pride in the quality of each and every task completed.

Tasks will include:

- Collaborating with internal partners to ensure content is accurate and current.
- Monitors websites for broken links, grammar and spelling errors and takes corrective action.
- Investigates reported content issues on websites and works to solve/fix issues.
- Make recommendations for improvements to quality assurance software
- Report and document website and system bugs for our development teams
- Test and validate features and fixes from our development team
- Reporting on weekly accomplishments

## Desired Skills Interests

## **Additional Information**

Candidates should at a minimum have:

Experience with web applications and browsers

Education or experience demonstrating familiarity with HTML

Ability to self-manage and self-motivate

Ability to quickly learn new software tools

Excellence in communication, professional, organizational, and interpersonal skills

Commitment to quality work

Preferred candidates would also:

Have experience creating or managing a website using a content management system

Be enrolled in a web development-related degree

## **Language Requirements**

*None*